

ENVIRONMENTAL TRAINING REPORTS

The screenshot shows a terminal window titled "TNVT - blue, to host 131.64.244.1". The window has a menu bar with "Session", "Edit", "Commands", "Settings", "Script", and "Help". Below the menu bar, there are several status fields: "replace", "not stored", "update", and others. The main display area shows the following text:

```

DATE: 98/10/27          ENVIRONMENTAL TRAINING REPORTS          DPLA11
TIME: 09:45                                                     V=01

Select one of the following items

1. Measures of Merit Activity Report
2. Overdue Training Requirements Report
3. Projected Training Report
4. Environmental/HM/HW Training Rpt
5. HQ Summary Information
6. Exit the application.

ENTER SELECTION:

+-----+
| TO RETURN TO PREVIOUS MENU DEPRESS 'PREVIOUS FORM' (F1) |
+-----+

Use the up or down arrows or enter a number; Press MENU SELECT or RETURN
F1-Menu Can  F2-Menu Sel  F10-More Key
  
```

At the bottom right of the window, there is a timestamp: "TT 09:46:42".

- a. This group of reports give Training Office Users the ability to produce reports to track the employees that require Environmental/HM/HW training, and the number of environmental training hours, environmental costs, environmental skills and job series. This information may also be requested as an Inquiry if desired.
- b. To arrive at this sub-menu, select Option 23, ENVIRONMENTAL TRAINING REPORTS, from the REPORT MENU.
- c. An option can be selected from this menu by using one of the following two methods:
 - (1) Place the cursor on an option by using the positional arrow keys and depress the ENTER/RETURN key or the NXT FORM function key.
 - (2) Enter an option number into the ENTER SELECTION field and depress the ENTER/RETURN KEY.

To return to the REPORT MENU, depress the PRV FORM function key.

MEASURES OF MERIT ACTIVITY REPORT (DPLD05)

replace not stored update

DATE: 98/10/27 REQUEST FOR MEASURES OF MERIT REPORT dpld05
 TIME: 09:46 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

ACTIVITY: ORGANIZATION:
 PERIOD START DT: PERIOD END DT:

INQUIRE AND VIEW DATA? (Y/N) :
 CREATE REPORT? (Y/N) :

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all activities
 F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

TT 09:47:41

- a. This screen can be accessed by selecting Option 1 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Enter the Period Start Date and the Period End Date (both are required fields).

MEASURES OF MERIT ACTIVITY REPORT (DPLD05)

- d. To perform an Inquiry, enter a 'Y' in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- e. If an Inquiry is NOT desired, enter an 'N' in the Inquire and View Data field. Enter a 'Y' in the Create Report field and depress ENTER to process the report.

NOTE: The Totals for Activity and Cumulative FY Totals on the Inquiry Screen (for Direct, Indirect and Total Costs) are cumulative for each Organization within an Employing Activity.

MEASURES OF MERIT ACTIVITY REPORT (DPLD05)

This report provides the number of employees requiring Env/HM/HW training, the number of hours spent for Env/HM/HW training (broken down by Mandatory and Implied

Training) and the cost of Env/HM/HW training (broken down by direct and indirect cost for Mandatory and Implied Training). Cumulative totals for this FY and totals for the report coverage period are both provided. Totals for the entire Activity are provided at the end of the Act/Org breakdown.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Employing Activity and Organization.
- c. **Use:** Training Offices may use this report to provide the cost and the number of hours for Environmental training based on the report period coverage dates.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

OVERDUE TRAINING REQUIREMENTS REPORT (DPLD06)

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TNVT - blue, to host 131.64.244.1
Session Edit Commands Settings Script Help
replace not stored update

DATE: 98/10/27 REQUEST FOR EMPLOYEE OVERDUE TRAINING dp1d06
TIME: 09:49 REQUIREMENTS REPORT V=01
DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

ACTIVITY: ORGANIZATION:
PERIOD START DATE: 30/01/01 PERIOD END DATE: 98/10/27

EMP OVERDUE? Y

SELECT ONE OR ALL OF THE FOLLOWING:
INITIAL COURSE OVERDUE? Y/
REFRESHER COURSE OVERDUE? Y/
IMPLIED COURSE OVERDUE? Y/ SORT REPORT BY:
SUMMARY(S)/DETAIL(D)/BOTH(B): B NAME? N COURSE? Y

INQUIRE AND VIEW DATA? Y CREATE REPORT? N

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired ACTIVITY CODE, leave blank for all activities.
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

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- a. This screen can be accessed by selecting Option 2 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.
- c. Period Start Date and Period End Dates may be input to limit data on the report. If Period Start Date and Period End Dates are not input, the report will reflect ALL

NOTE: The Inquiry Screen can only display 3 Course Codes and Ids for each employee; the report will reflect ALL Course Codes and Ids for each employee, regardless of the number.

This report provides the names and organization codes of employees who are past regulatory timeframes for Initial and/or Refresher courses as well as employees who have

a requirement for implied training (700 level courses). The Course Code/Course Ids of the overdue courses are listed on the report. Service Activity totals will be reflected on the Summary Report based on the following: If the report is requested for ALL activities, the Service Activity Totals will be the total of all Employing Activities; if the report is requested for Activity A*, the Service Activity Totals will be the total of all Employing Activities beginning with A; and if the report is requested for Activity AA, the Service Activity Totals will be the same as the Employing Activity Totals.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by either Name or Course.
- c. **Use:** Training Offices may use this report to provide information regarding employees who are overdue mandatory Environmental Training Courses.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

PROJECTED TRAINING REPORT (DPLD07)

Session Edit Commands Settings Script Help

replace | not stored | update |

DATE: 98/10/27 REQUEST FOR PROJECTED TRAINING REPORT dpld07
 TIME: 09:51 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

ACTIVITY: ORGANIZATION:
 PERIOD START DATE: 30/01/01 PERIOD END DATE: 98/10/27

COURSE CODE/ID: R/
 INQUIRE AND VIEW DATA? Y
 CREATE REPORT? N

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all activities.

F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Fld Help | F10-More Key

TT 09:52:21

- a. This screen can be accessed by selecting Option 3 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. Enter the Activity and/or Organization, if desired, to limit data on the report.

- c. Enter the Period Start Date and the Period End Date. A past date may be input for the Period Start Date so that past due information will be displayed on the report. If a Period End Date is not entered, the date will default to the current date (the date the report is requested).
- d. The report may be requested for all courses, for a specific course by entering the Course ID or for all Initial Courses by entering 5* in the Course ID field, for all Refresher courses by entering 6* or for all Implied courses by entering 7*.

PROJECTED TRAINING REPORT INQUIRY SCREEN (DPLC07)

- e. To perform an Inquiry, enter a 'Y' in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is not desired, depress F1 (PRV FORM function key) to exit.
- f. If an Inquiry is NOT desired, enter an 'N' in the Inquire and View Data field. Enter a 'Y' in the Create Report field and depress ENTER to process the report.

NOTE: The totals for the number of employees a course is assigned to appear on the Inquiry Screen after the last record for that particular Course Code/ID.

PROJECTED TRAINING REPORT (DPLD07)

This report provides a listing of employees who require specific Initial, Refresher or Implied training courses (within a regulatory timeframe), the Skill Established Date and the date the Initial/Refresher Course is required. A past date may be input for the Period Start Date so that past due information will also be displayed on the report. Employing Activity Totals are provided for the total number of Environmental/HM/HW employees requiring each course.

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** This report is sorted by Organization, then by Course.
- c. **Use:** The Training Office may use this report to provide a list and the number of employees who require training in a specific Environmental/HM/HW course within a regulatory timeframe.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

PROJECTED TRAINING REPORT (DPLD07)

ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08)

replace not stored update

DATE: 98/10/27 REQUEST FOR ENVIRONMENTAL/HM/HW TRAINING REPORT dpld08
 TIME: 09:52 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

ACTIVITY CODE: ORGANIZATION:

SKILL AREA CODE: E% OCCUPATIONAL SERIES:

SUMMARY(S) /DETAIL(D) /BOTH(B) ?

SORT BY: ORG: N SKILL AREA CODE: N OCCUPATIONAL SERIES: N
 (SORT SELECTED IS FOR REPORT ONLY; INQUIRY SORTS BY ACT/ORG)

INQUIRE AND VIEW DATA?

CREATE REPORT?

DEPRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING REPORT

Enter desired Activity Code, leave blank for all Activities

F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

TT 09:53:39

- This screen can be accessed by selecting Option 4 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- Enter the Activity and/or Organization, if desired, to limit data on the report.
- Enter a specific Skill Area Code or leave blank to receive all Skill Area Codes.
- Enter a specific Occupational Series or leave blank to receive all Occupational Series.
- The report must be requested for Summary, Detail or both types of data. If the report is requested for Summary Data, the report will display totals only. If the report is requested for Detail Data, names and Occupational Series will be displayed.
- If the report is requested for Summary Data, the sort will automatically be by Skill Area Code. If the report is requested for Detail Data, a sort must be requested by either Organization or Occupational Series. Names will be in alphabetical order by Organization and Skill Area Code.
- To perform an Inquiry, enter a 'Y' in the Inquire and View Data field. If a report is desired, depress F2 (NXT FORM function key) to print the report. If a report is NOT desired, depress F1 (PRV FORM function key) to exit.

- h. If an Inquiry is NOT desired, enter an 'N' in the Inquire and View Data field. Enter a 'Y' in the Create Report field and depress ENTER to process the report.

NOTE: The Inquiry will bring up all Environmental/HM/HW employees in the requested Organization. The report will only reflect the employees who are assigned the Skill Area Code(s) requested. The Inquiry Screen can only display 3 Skill Area Codes for each employee; the report will reflect ALL Skill Area Codes for each employee, regardless of the number.

ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08)

This report provides the number of employees requiring Environmental/HM/HW training, the number of employees who have completed Initial and Implied training as well as the number of Skill Area Codes assigned to employees. The report will display as many Skill Area Codes as an employee has assigned to their training record. Skill Area Codes that are not assigned to any employees will not be displayed. Only 'E' skills are reflected on the report. The Total Number of Skill Codes Assigned to Employees includes all skills, both complete and incomplete. The data reflected on the report is through the current date (the date the report is requested).

- a. **Frequency:** The Training Office will produce this report when needed.
- b. **Sequence:** The Summary Report is sorted by Skill Area Code; the Detail Report is sorted by either Organization or Occupational Series.
- c. **Use:** The Training Office may use this report to provide the number of employees requiring Environmental/HM/HW training courses as of the report date and how many of those employees have been assigned Environmental Skills.
- d. **Disposition:** The Training Office will produce and distribute this report as needed. It will be destroyed when no longer needed for reference purposes.

ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08) DETAIL REPORT

ENVIRONMENTAL/HM/HW TRAINING REPORT (DPLD08) SUMMARY REPORT

HQ SUMMARY INFORMATION (DPLF04)

replace not stored update

DATE: 98/10/27 HQ SUMMARY INFORMATION DPLF04
 TIME: 09:54 DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974 V=01

SERVICING ACTIVITY: J8

HQ MEASURES OF MERIT REPORT?: |

OVERDUE TRAINING REQUIREMENTS HQ SUMMARY REPORT?:

ENVIRONMENTAL/HM/HW TRAINING HQ SUMMARY REPORT?:

DEPRESS NEXT FORM TO CREATE REPORT

DEPRESS PREVIOUS FORM TO RETURN WITHOUT CREATING REPORT

Enter a 'Y' or 'N'

F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

TT 09:55:31

- a. This screen can be accessed by selecting Option 5 from the ENVIRONMENTAL TRAINING REPORTS MENU.
- b. The Servicing Activity field defaults to the Service Activity in the users' Security Profile.
- c. To obtain a copy of the most recent HQ Measures of Merit Report that was sent to DLA HQ, enter a 'Y' in the HQ Measures of Merit Report field. Both the HQ Measures of Merit Quarterly Summary Report and the HQ Measures of Merit Activity Reports will be provided. If a copy of this report is not desired, enter an 'N' in this field.
- d. To obtain a copy of the most recent Overdue Training Requirements HQ Summary Report that was sent to DLA HQ, enter a 'Y' in the Overdue Training Requirements HQ Summary Report field. If a copy of this report is not desired, enter an 'N' in this field.

HQ SUMMARY INFORMATION (DPLF04)

- e. To obtain a copy of the most recent Environmental/HM/HW Training HQ Summary Report that was sent to DLA HQ, enter a 'Y' in the Environmental/HM/HW Training HQ Summary Report field. If a copy of this report is not desired, enter an 'N' in this field.

- f. Depress F2 (NXT FORM function key) to create the reports. If a report is not desired, depress F1 (PRV FORM function key) to return to the ENVIRONMENTAL TRAINING REPORTS MENU without creating a report.

HQ SUMMARY INFORMATION

Summary data is retrieved from each site and the data is rolled-up into summary reports and sent to DLA Headquarters on a quarterly basis. The data is automatically sent at the end of each FY quarter. It is possible for sites to request copies of the latest reports that were sent to DLA HQ for their activity.

- a. The HQ Measures of Merit Quarterly Summary Report consists of the number of employees requiring Environmental/HM/HW Training (as of the reporting date); the hours spent on Environmental Training for that quarter and cumulative total for that FY; and the dollars spent on Environmental Training for that quarter and cumulative total for that FY. Total costs are broken down by direct and indirect cost for all Environmental Training courses (including 500, 600 and 700 level courses). The hours and dollars for Environmental Training are also broken down by Mandatory Training and Implied Training.
- b. The HQ Measures of Merit Activity Report provides the Number of Employees that require Environmental/HM/HW training (as of the quarter ending date) and a Total for DLA. Also listed are the Environmental Training Hours broken down by mandatory (500 and 600 level courses) and implied (700 level courses) for that quarter and cumulative for that FY along with Totals for DLA. Total Environmental Dollars Spent on Training, broken down by mandatory and implied training, for that quarter and cumulative for that FY are also listed on the report. The training costs are also broken down by direct and indirect costs, with Totals for DLA.
- c. The Overdue Training Requirements HQ Summary Report reflects the current number of employees requiring Environmental/HM/HW training and the number of those employees that have Overdue Training Requirements for either 500 or 600 level training. The report also includes the number of employees that require 700 level courses. Totals by Activity and Totals for all DLA are provided.
- d. The Environmental/HM/HW Training HQ Summary Report provides the number of employees that require Environmental/HM/HW Training within the FY Quarter; the Environmental Skill Codes; the number of employees that are assigned to each Environmental Skill Code; and the number of employees that have completed the required training based on each Activity. Totals for DLA are also provided. The total number of employees will NOT match the total number of skill codes because employees can have more than one skill.

HQ SUMMARY INFORMATION (DPLF04)

- e. To obtain a copy of the most recent Environmental/HM/HW Training HQ Summary Report that was sent to DLA HQ, enter a 'Y' in the Environmental/HM/HW Training HQ Summary Report field. If a copy of this report is not desired, enter an 'N' in this field.
- f. Depress F2 (NXT FORM function Key) to create the reports. If a report is not desired, depress F1 (PRV FORM function key) to return to the ENVIRONMENTAL TRAINING REPORTS MENU without creating a report.